G.N. **Information Technology and Broadcasting Bureau**

Electronic Transactions Ordinance (Cap. 553)

Pursuant to section 11(2) of the Electronic Transactions Ordinance, NOTICE is hereby given that the following requirements shall apply with effect from 7 April 2000:-

(I) The information given or presented, or the signature made, as the case may be, for the purposes of an ordinance (including any subsidiary legislation made thereunder) amongst those listed in (II) below, or any provision thereof herebelow specified, shall not satisfy that ordinance, subsidiary legislation or provision thereof unless it complies with all the requirements herein specified, subject to the respective additional requirements or relaxation, if any, stipulated in (III) below.

1. Electronic records in English shall be encoded in American Standard Code for Information Interchange (ASCII).

2. Electronic records in Chinese shall be encoded in Big-5 or ISO10646 standard.

3. When electronic records are encoded in Big-5 standard, the set of characters is restricted to that coded in the Big-5 standard or included in the Hong Kong Supplementary Character Set (HKSCS) published by the Government.

4. When electronic records are encoded in ISO10646 standard, the set of characters is restricted to the Chinese-Japanese-Korean (CJK) Unified Ideographs characters coded in ISO10646 standard.

5. Electronic records shall be sent as follows –

   (a) through electronic mail conforming to the Simple Mail Transfer Protocol (SMTP) and the Secure Multipurpose Internet Mail Extension (S/MIME) format and with size not exceeding 5 MB; or

   (b) in the form of 1.44MB diskette with size of 3.5 inches in MS-DOS format for files not exceeding one diskette's storage capacity; or

   (c) in the form of CD-ROM in ISO 9660 format.

6. Electronic records shall follow the following file format standards –

   (a) Plain text (TXT);

   (b) Microsoft Rich Text Format (RTF version 1.3 or 1.5)

   (c) Hypertext Mark Up Language Format (HTML, version 3.2 or 4); or

   (d) Adobe Portable Document Format (Acrobat version 3 or 4).

7. Graphics in electronic records shall follow the following graphic file formats –

   (a) Encapsulated PostScript Files (EPSF);

   (b) Tag Image File Format (TIFF);

   (c) Windows BitMaps (BMP);

   (d) Graphic Interchange File Format (GIF); or

   (e) Joint Photographic Experts Group (JPEG).

8. Computer Aided Design (CAD) drawings shall follow the following CAD file format –

   (a) Autodesk Drawing Exchange Format (DXF)

9. An electronic record given or presented under a statutory provision must be signed with a digital signature if –

   (a) the provision expressly requires the signature of a person; or

   (b) the provision requires the submission to be made in a specified form and the specified form has a signature requirement.

10. A digital signature shall be attached to an electronic record in accordance with the Secure Multipurpose Internet Mail Extension (S/MIME) standard and the Public-Key Cryptography Standards (PKCS).

11. For an electronic record which comprises multiple electronic files and which has to be signed, each individual file shall be separately signed digitally.

12. Electronic records given or presented shall not contain any computer instructions, including but not limited to:-

(a) computer viruses; and

(b) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the electronic record itself or the information system displaying the electronic record.